

City of Rome REAP - Revolving Loan Program

2012 APPLICATION

I. General Information

Name of Applicant's Business	Tax ID #	E-mail Address
Business Address	Phone #	Fax Number
Project Address (if different)	Cell #	DUNS #

NAME OF BUSINESS OWNER/PRESIDENT AND KEY EMPLOYEES

Name:	Soc. Security #:
Title:	% Ownership of Company:
Home Address:	
Name:	Soc. Security #:
Title:	% Ownership of Company:
Home Address:	
Name:	Soc. Security #:
Title:	% Ownership of Company:
Home Address:	

Accountant NAME:	Phone Number:
Attorney NAME:	Phone Number:

Type of Business (Select One)

_____ Sole Proprietor

_____ Partnership

_____ Corporation

Goods Produced or Services Offered		Annual Gross Sales (if applicable)
# of Current Full-Time Employees	# of Current Part-Time Employees	
Date Opened	Minority or Female-Owned Business? If YES, % of Ownership:	

Brief History of the Company (if business plan is provided, ignore this question)

II. LOAN REQUEST

Activity	Total Cost	Amount Requested	Purchase or Contract Date
Acquisition of Property or Lease Agreement			
Machinery/Equipment			
Working Capital			
Other (Specify)			

BANK INFORMATION (if applicable)

Participating Financial Institution:
Name of Loan Officer:
Phone Number:
Amount Financed:

III. OWNER MATCH INVESTMENT

The City requires a 10-50% owner investment in the project. Loan funds cannot exceed 50% of the total project. Indicate source of the match below.

EXPERIENCE SKILLS OF OWNER/S (Attach resumes, if available)

CREDIT EXPERIENCE - REFERENCES

Financial Institutions

NAME	LOAN BALANCE	CONTACT/PHONE NO#

Suppliers (if applicable)

NAME	CONTACT PHONE #

V. MARKET ANALYSIS

List Existing Targeted Customers / Users

Describe Competition

Indications of Regional Need for Project Products or Services

VI. COMMUNITY DEVELOPMENT BLOCK GRANT COMPLIANCE

JOB CREATION or AREA BENEFIT?

JOB CREATION : *new hires within 6 months prior to application may be listed*

Title of New Jobs Created	Number to be hired	Hours per week	Wage Rate	Employee Family Income

AREA BENEFIT

Will this project provide goods or services to a CDBG target neighborhood? ____YES ____NO

PURCHASE OF PROPERTY

If real estate will be purchased, has an environmental study been completed? ____YES ____NO

VII. FINANCIAL AND CONSTRUCTION INFORMATION

The following must accompany this application (see samples/templates at websites):

- Balance Sheet (www.businessstown.com/accounting/basic-sheets.asp)*
- Income Statement (www.businessstown.com/accounting/basic-statements.asp)*
- Cash Flow Statement (current & projected - www.businessplans.org/cashflow.html)
- Personal Financial Statement from Each Owner (<http://office.microsoft.com/en-us/templates/TC010175221033.aspx?pid=CT101172761033>)
- Credit Report
- Business Tax Returns (2 years)*
- Copy of Specifications for Building Renovations, if applicable
- Business Plan (if project relates to a new business - http://www.bplans.com/sample_business_plans.cfm)
- Sources & Uses (may be specified in business plan)

* Not required from new businesses

SIGNATURE PAGE

I hereby certify that the information contained in this application is true and accurate. I understand that a knowingly-made false statement or misrepresentation in this application is cause for denial of a loan. I understand that my signature serves as my affidavit regarding job creation/retention, equity investment, and the postponement of purchases until conditional approval of the loan is received. I agree to allow the participating bank (if applicable) to release information necessary for the loan credit and compliance analysis. I also authorize the City of Rome to order and review a copy of my credit report as part of the process. This application shall remain the property of the City of Rome and I understand it is subject to review by the Department of Community and Economic Development Loan Committee.

Applicant: _____ DATE: _____

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